



# CSA/U.S. SQUASH Coach Documentation

## Entering Team Match Scores

### Overall steps record a match score:

1. Logon to the website with your U.S. SQUASH username and password
2. Go to your team's page
3. Confirm Match is scheduled
4. Enter Match Results

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### 1. Logging in to [www.ussquash.com](http://www.ussquash.com)

- Coaches must be logged in to the site in order to enter scores. All coaches will already have accounts, and do not need to create new ones for themselves.
- Go to [www.ussquash.com](http://www.ussquash.com). Click on "Logon" on the top left of the U.S. Squash page.
- Once on the logon page, enter your username and password. If you do not know your username and password, you can select the "reset password" button to have a new one emailed to you.

My Account  
Logon  
Create Account  
Reset Password  
Find Me  
Events

## Logon

Username

Password

Remember me next time.

Log On

- If you have further problems with logging in to your account, please contact [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com) or call 212-268-4090 for assistance.

## 2. Finding the CSA League on the U.S. SQUASH website

- From the [www.ussquash.com](http://www.ussquash.com) site, scroll over “Play” on the top of the page, and then select “Team Leagues”. From there, click on the current CSA season.
- To go to your team’s page, click on the appropriate division (Men’s or Women’s), and then on your team’s name.
- In order to manage your team’s roster, you must be listed on the team page as a coach or assistant coach. If you are not, please contact [dent.wilkens@ussquash.com](mailto:dent.wilkens@ussquash.com) to be added as a coach/captain for the team.
  - Note- If your team is not listed on the site, please contact Michael Bello at [michael@collegesquashassociation.com](mailto:michael@collegesquashassociation.com) to be added.

## 3. Confirm the Match is Scheduled

- Once at your team’s page, check to make sure the match is on your schedule. If it is, please proceed directly to section 4 of this document.


League: CSA Men		Web Address: No Link Subm			
Home Facility: <a href="#">College Squash Association-CSA</a>		Team Number: 3213 (for us			
<b>Matches Played/ Scheduled</b> <b>Download 'scheduled' matches to Outlook</b>					
Status	Match date/ Result	Opposing Team	Site	Outcome	Lineup
<a href="#">Record</a>	09/26/09	<a href="#">Purdue</a>	Away	-	<a href="#">Add</a>
<a href="#">Record</a>	11/14/09	<a href="#">Northwestern</a>	Away	-	<a href="#">Add</a>
<a href="#">Record</a>	11/14/09	<a href="#">Notre Dame</a>	NW	-	<a href="#">Add</a>
<a href="#">Record</a>	01/17/10	<a href="#">Washington</a>	Away	-	<a href="#">Add</a>
Legend: <b>Conflict:</b> Scheduling conflicts, <b>Adjust:</b> penalties, extra points etc., <b>Round:</b> Playoff					

- If the match is not on your team’s listed matches, you can add the match to the schedule. Click on “edit schedule” on the top of your team’s page, and then enter the requested information.

<a href="#">Edit Schedule</a>	<a href="#">Edit Team</a>	<a href="#">Post looking for players</a>	<a href="#">Send Email</a>	<a href="#">Player Availability</a>	No
Coach: <a href="#">Ames, D</a>		Phone: 845341			
en		Web Address: N			
<a href="#">College Squash Association-CSA</a>		Team Number: e			
<b>/ Scheduled</b> <b>Download 'scheduled' matches to Outlook</b>					
Match date/ Result	Opposing Team	Site	Outcome		

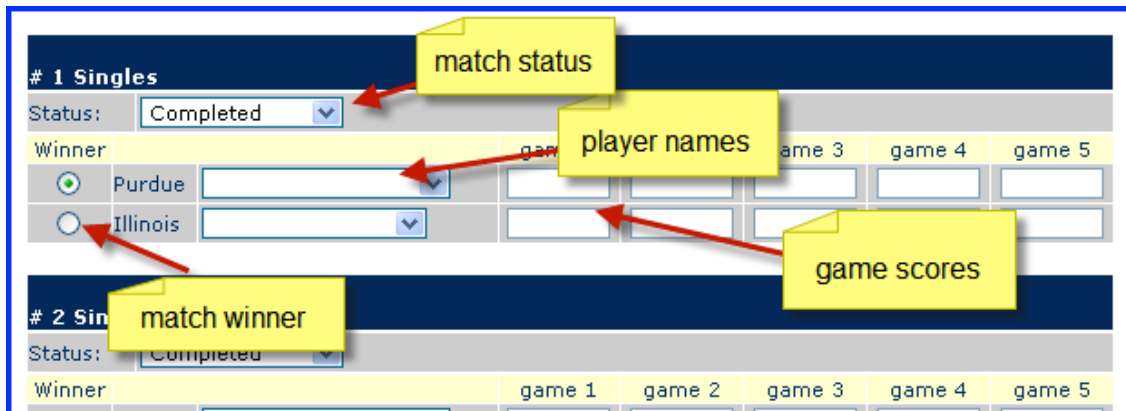
## 4. Enter the Match Results

- From the team page, click on the “Record” button next to the match that is to be entered. This will take you to the match entry screen

Matches Played/ Scheduled  Download		
Status	Match date/ Result	Opposing Team
Record	09/26/09	Purdue
Record	11/14/09	Northwestern
Record	11/14/09	Notre Dame
Record	01/17/10	Washington

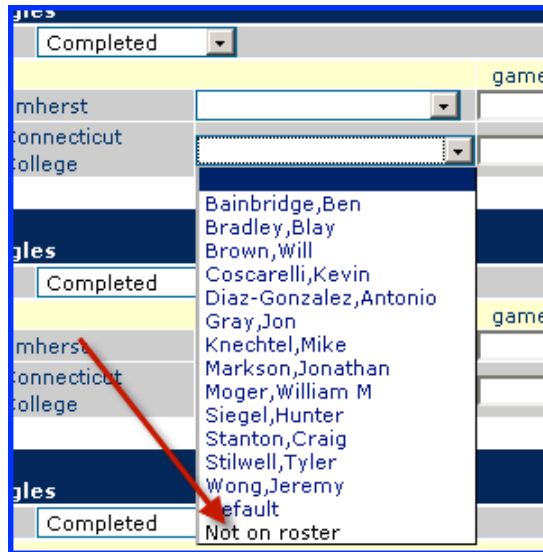
Legend: **Conflict:** Scheduling conflicts, **Adjust:** pe

- Entering Results:



The screenshot shows a match entry form for "# 1 Singles". The form includes a "Status" dropdown menu set to "Completed", a "Winner" section with radio buttons for "Purdue" (selected) and "Illinois", and a table for "game scores" with columns for "game 1" through "game 5". Yellow callout boxes with red arrows point to the "match status" dropdown, the "player names" dropdowns, the "game scores" table, and the "match winner" radio button.

- First select the "status" for each match. If a match was played, select "completed". For default and retired matches, see below.
  - Select the Players names from the drop down boxes. If a player's name is missing, see below.
  - Select the winning player by selecting the radio button to the left of the players' names.
  - Enter in the COMPLETE scores for each match, including points.
  - Once data entry is complete, select "Submit" at the bottom of the page.
- Match not played
  - If neither team fields players for a particular number, select "Double Default" as the status, and "default" for the name of each player.
- Default and Retired Matches
  - Default Matches:
    - Select "Default" as the status
    - Enter the winning player's name, and select "default" as the player for the opposing team
    - Select the winning player as the winner
    - Enter in 11-0, 11-0, 11-0 as the score of a defaulted match.
  - Retired Matches (injury or default occurs during the match itself):
    - Select "Retired" as the status
    - Enter both players' names
    - Select the winning player as the winner
    - Enter scores up to the point of the stoppage of the match
- Players not listed on roster
  - If the missing player is on your team's roster, you must add them to your roster before entering the scores of a match.
  - If trying to enter a match and a player is not listed on the opposing team's roster, use the following method:
    - When entering scores, select "not on roster" as the player name



- Enter the match as described above.
- If an error occurs:
  - If an error message is given, read the provided message and correct the match entry of the appropriate matches.
  - \*\*If you click on “submit” and all the data is wiped out without saving, this is a rare error that can be corrected. BEFORE CLICKING ANYTHING ELSE, Simply click the “back” button on your browser, which will bring up the players and scores again. From there, click on the “submit” button again, and the scores should go in properly. We apologize for this occasional error, and will continue to try to rectify the situation.

##### 5. Editing Match Results prior to match entry

- A coach may edit match results prior to the other coach confirming the results of a match. To do this, they follow the same steps as entering a match, but instead of entering the whole match again, they will just edit the erroneous data
- Once a scorecard has been confirmed in the system, please contact the league administrator if you need to make any changes to the match.